

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
FORT SAM HOUSTON, TEXAS 78234-5014**



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 1

8 Jan 04

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Dec 03 to 31 Jan 04--BAMC

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

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5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R (Joint Ethics Regulation) to review the job duties of each newly assigned employee (military or civilian) and report the name on the Confidential Financial Disclosure Report to the AMEDDC&S & FSH Ethics Counselor. The employee is required to file an OGE Form 450 no later than 30 days of assuming his or her new position. Forms are sent to the Office of Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee may not be a new employee, but may be assigned a new duty which now requires the filing of an OGE Form 450. The OGE Form 450 may be obtained from the Intranet at <http://www.cs.amedd.army.mil/sja/Ethics.asp> or from the AMEDD Electronic Forms Support System (AEFSS). The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-/1-2373/0485)

6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372: In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, **entry into these facilities or use of the adjacent parking areas is prohibited.** Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

7. WOMEN'S BIBLE STUDY WINTER KICK OFF: Is your life in a grind? Get a fresh brew! The Protestant Women of the Chapel invite you to bring your favorite cup and come to a Potluck Brunch & Kick-Off. The theme is "Fill My Cup with Living Water, Lord."

Date: 7 Jan 04

Time : 0930-1130

Who: Open to all Women, childcare is provided

Place: Dodd Field Chapel

Here is a list (subject to change) of the Bible Studies we will be offering.

Making Your Home A Haven: Strategies for the Domestically Challenged by Cyndy Salzmänn. This study is full of humor. Learn from personal accounts, Biblical Principles, and practical advice. Learn to focus on the real home manager (God) and how to move your home from chaos to contentment.

Bad Girls of the Bible by Liz Curtis Higgs. Learn about the women in the Bible and what we can learn from them. Personalities include Potiphar's Life, Deliah, Rahab the Prostitute, and several others.

Heaven: Your Real Home by Joni Eareckson Tada. Learn more about the most overlooked doctrine in the Christian faith. Joni tells what Heaven will be like by painting a portrait of heaven in our minds.

Prayer of Jesus by Ken Hemphill. The Lord's Prayer was intended for everyday living and not just on Sundays. You will receive lots of insight and encouragement as you learn to be on the cutting-edge of Kingdom living.

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Women of the Bible by Kathy Collard Miller. The Bible Made Easy! Learn about several women in the Bible. Barbara Johnson, Jill Briscoe, Patsy Clairmont, and several others have contributed to the study.

For more information contact Robb at 221-5428. (MCCS-BCH/1-5428) (3/3)

8. SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:

IAW Army regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at lease biennially. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
04 February 2004	TBA	TBA
02 June 2004	TBA	TBA
29 September 2004	TBA	TBA

(Duration of training approximately 1 hour). The purpose of publishing the above schedule is to allow DA Personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. For more information, the POC is Mr. Elbert Lewis, AMEDDC&S & FSH Ssecurity Office, 1-8200/8199 located in Aabel Hall, Suite 025/113. (MCCS-BHR-SS/1-8200/8199)

9. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE: Beginning on 1 April 2003, the Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road will be available for walk in consultations with an attorney from 0900–1100, Monday, Thursday, and Friday. Active duty personnel **in uniform** will have priority. Walk-in wills service will be provided on Wednesdays starting in the mornings from 0900-1100 and continuing in the afternoon from 1330–1530. Scheduled appointments are available one week in advance based on the availability of attorneys' schedules. Notary service and power of attorney services are available from 0800–1600, Monday through Friday. **THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS.** For further information, please call 1-2353/2282.

10. LEVEL 1 ANTITERRORISM AWARENESS TRAINING SCHEDULE: The scheduled date for the OCONSUS Level 1 Antiterrorism Awareness Training is 6 October 2004. Scheduled date is subject to change due to availability of instructor, or mission requirements. All training starts at designated time located next to the date and will last approximately 2.5 hours. Training will be held in Blesse Auditorium of (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Antiterrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attend a Unit Advisors Course who may be certified as a Antiterrorism Awareness Instructor. Each command/activity that has the responsibility to brief their personnel. Each command should review DOD Instruction

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2000.16, DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for is Mr. Lewis, 1-8200/8199. (MCCS-BHR-SS/1-8200/8199)

11. AMMUNITION INVENTORY: The quarterly ammunition inventory will be conducted by Supply Division, Readiness & Logistics Business Center on 13-16 January 2004. Ammunition will not be issued or accepted for turn-in during this time. THE POC for this information is Patricia Gilcrease, Property Management Branch, 1-4507. (MCCS-BRL-SS/1-4507) (1/3)

12. FY 2004 OFFICER CANDIDATE SCHOOL (OCS) SELECTION BOARDS: PERSCOM has announced the dates for the next years OCS Selection Boards (FY04). All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates listed below. *New date is listed below.

APPLICATION SUSPENSE

24 March 2004
28 July 2004

OCS BOARD DATES

7 April 2004
11 August 2004

The POC for complete OCS application information is Mr. Gaines, Personnel Management Branch, Bldg 2263, Room B99, 1-1839. (MCCS-BHR-MM/1-1839)

Section II: UNOFFICIAL

13. MISSING ITEM: The following item is missing from building 2841, Rm 3401;

Nomenclature: Dental Ultrasonic Scaler **Serial Number:** 123-06970 **ECN:** OF9469

If found or you have any questions please call, SFC Nellie Cruz, 221-6217.

FOR THE COMMANDER:
HQ AMEDDC&S & FSH
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FT SAM HOUSTON, TX

OFFICIAL:
THOMAS E. BAILEY
LTC, FA
Adjutant General

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DB